



# CHIEF FINANCIAL OFFICER



Marin County Employees' Retirement Association



## THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County’s active economy includes insurance related (e.g. Fireman’s Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.



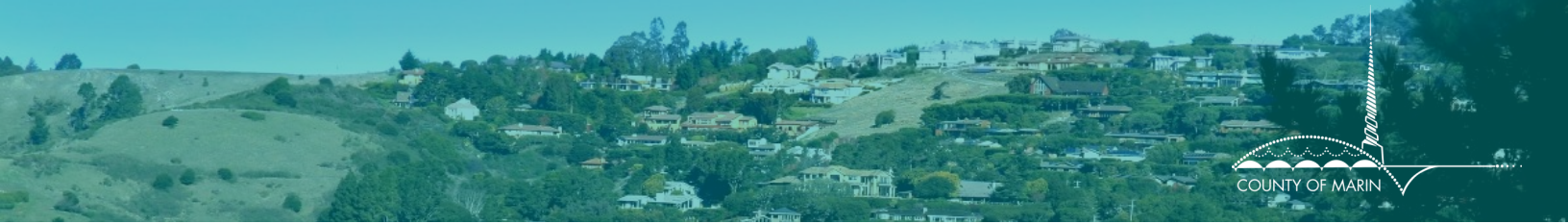
The mission of the Marin County Employees’ Retirement Association is to provide superior customer service to members and beneficiaries through efficient benefits administration and a commitment to integrity and prudent financial management.

## THE MARIN COUNTY EMPLOYEES’ RETIREMENT ASSOCIATION

The Marin County Employees’ Retirement Association (MCERA) was established on July 1, 1950, for employees of the County of Marin pursuant to provisions of the County Employees’ Retirement Law of 1937 (California Government Code sections 31450 through 31897). MCERA administers retirement benefits for nine public employers within the County of Marin serving over 7,000 active, deferred and retired members. The nine Plan Sponsors are:

- County of Marin
- Local Agency Formation Commission (LAFCO)
- City of San Rafael
- Marin County Courts
- Southern Marin Fire Protection District
- Novato Fire Protection District
- Marin/Sonoma Mosquito and Vector Control District
- Marin City Community Services District
- Tamalpais Community Services District

The Marin County Employees’ Retirement Association is managed by a Retirement Board comprised of nine members plus two alternates. With the exception of the County Director of Finance, each member serves a three-year term. The County Director of Finance serves as an ex-officio member, four members are appointed by the County of Marin Board of Supervisors, two members are elected by the miscellaneous membership, one member is elected by the safety membership and one member is elected by retired members. The law provides for an alternate safety member and an alternate retiree member. The Retirement Board works with the San Francisco investment consulting firm Callan Associates to establish and manage MCERA’s investment policy. The entire Retirement Board serves as the Investment Committee.



## UPCOMING INITIATIVES:

- Implementing a new financial accounting system
- Completing MCERA’s first Annual Comprehensive Financial Report (ACFR)
- Aligning existing organizational structure with current business objectives and providing additional visible leadership opportunities for senior staff

For more information about MCERA, please visit [www.mcera.org](http://www.mcera.org).

## THE POSITION

The Chief Financial Officer (CFO) is responsible for the program outcomes of the financial, accounting, auditing and investment functions for MCERA. The CFO is a key member of MCERA’s leadership team and makes programmatic and operational decisions within the department’s strategic and regulatory framework. Key issues, priorities and duties for this CFO include:

- Completion of MCERA’s first ACFR
- Review and analysis of workflow distribution and capabilities
- Integration benefits and accounting systems
- Analysis of financial, budget and investment related reporting capabilities
- Management of the department’s Accounting Unit

## MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed in the [class specification](#). Typically, a Bachelor’s degree from an accredited college or university with major course work in Public or Business Administration, Accounting, Finance, or a closely related field and five years of progressively responsible financial or investment experience which includes Governmental Accounting Board (GASB) Standards, ACFR development and lead or supervisory experience.

Possession of an appropriate advanced degree, Certified Public Accountant Certificate (CPA) or Chartered Financial Analyst Certificate (CFA) is desirable, as is experience in a 1937 Act agency.

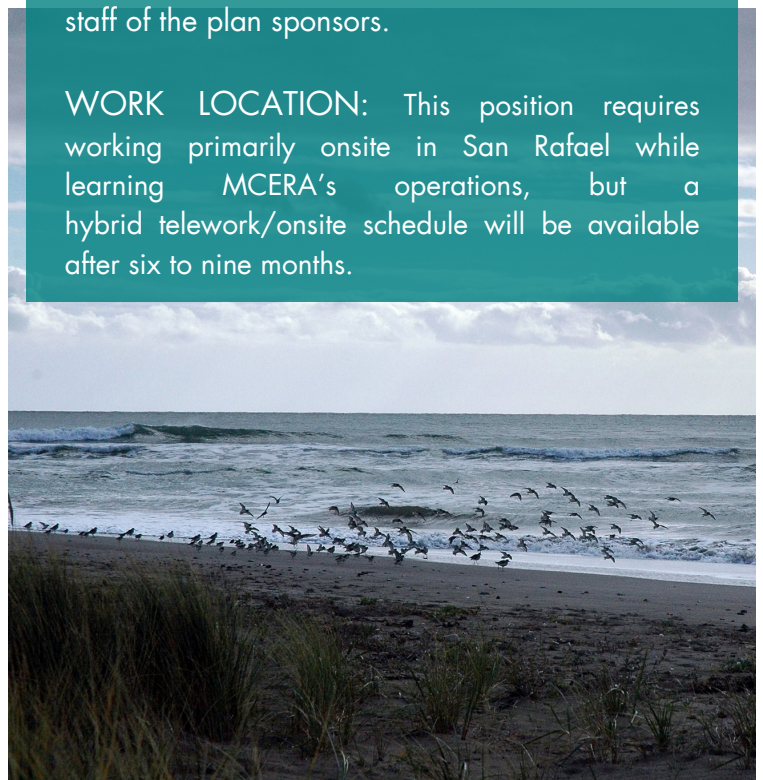
## THE IDEAL CANDIDATE

MCERA is seeking a dynamic leader with a passion for financial principles and government accounting, along with a strong commitment to public service to assume the position of Chief Financial Officer.

The ideal candidate will be a highly ethical professional with a combination of excellent interpersonal skills, leadership abilities and technical knowledge. They will have a working knowledge of operational duties and responsibilities of government accounting, financial principles and practices.

The ideal candidate will also be a strong change agent with a clear vision for how to organize and manage financial operations with the active use of technology. They will be a contributing member of a highly effective team and must have excellent communication and problem solving skills and develop and maintain close working relationships with the Board of Retirement, Retirement Administrator, Assistant Retirement Administrator, Retirement staff and professional staff of the plan sponsors.

**WORK LOCATION:** This position requires working primarily onsite in San Rafael while learning MCERA’s operations, but a hybrid telework/onsite schedule will be available after six to nine months.





## COMPENSATION

**SALARY:** The annual salary range for the Chief Financial Officer is \$142,064—\$172,723 annually depending on qualifications. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

**RETIREMENT:** The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

**INSURANCE:** The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**LEAVE ALLOWANCES:** The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

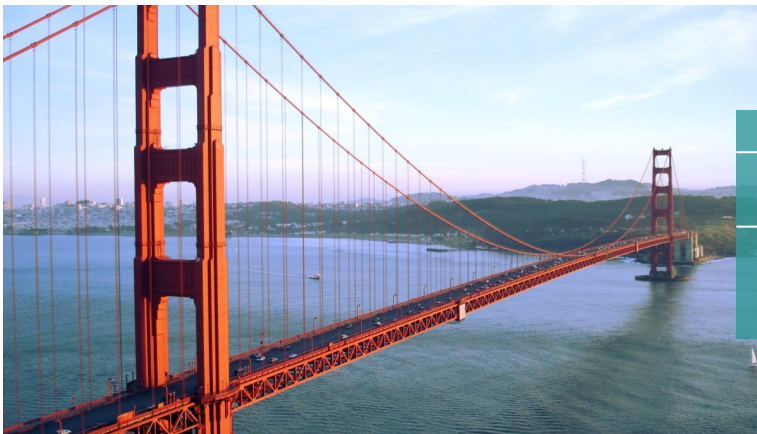
**DEFERRED COMPENSATION:** The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457b plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit [www.hr.marincounty.org/benefits](http://www.hr.marincounty.org/benefits).

## APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at [www.marincounty.org/jobs](http://www.marincounty.org/jobs) by May 31st, 2022. As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, written examination, oral examination or any combination to determine which candidate's names will be placed on the eligible list. *The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.*



### TENTATIVE RECRUITMENT SCHEDULE

Filing deadline:	May 31st, 2022
Selection Process:	June, 2022

### For questions on how to apply, please contact:

Marin County Human Resources Department—Staffing Division • T: (415) 473-2126 • TTY 711  
Jobs@MarinCounty.org

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or TTY use 711 for CRS at least five work days in advance of a potential scheduled exam, recruitment step or interview.

Copies of documents are available in alternative formats upon request.